

**Bear River North Regional Council Meeting Minutes
Bridgerland Applied Technology College
Logan, Utah
Wednesday, May 14, 2003**

In attendance:

Bryan Davies	Fire Fighter EMT Local 2148
David Farnes	Pioneer Care and Rehabilitation
John Fronk	Golden Spike Equipment
Vern Gunnell	United States Air Force, BATC Cache County
Jim Hooker	Hooker Appliance
Harold Hess	Department of Workforce Services
Dean Janes	Division of Child and Family Services
Roger Jones	Bear River Association of Governments
Mike Liechty	Cache School District
Peggy Madsen	Box Elder County Employees
Evan Maxfield (Vice Chair)	Sales Manager - Wheatland Seed
Suzanne Rees	County Commissioner, Box Elder County
Nate Roman	Utah Public Employee Association
Dawn Skorka	Wal-Mart
Susan Thackeray	Economic Development, Box Elder County
Michelle Wilson	Life-Skill and Individual Needs Center

Excused:

Paul Barnard	E.A. Miller
David Bryan	Schreiber Foods
Commissioner William Cox	County Commissioner, Rich County
Colyn Flinders	Division of Rehabilitation
Commissioner John Hansen	Cache County Council Member
Clark Israelsen	Cache County Extension
Vic Mahoney	Pepperidge Farm
Chad Munns	Munns Manufacturing
Lana Powell (Chair)	State Farm Insurance
Bruce Rigby	Zions Bank
Thom Smith	La-Z-Boy
Derek Thomson	Sunshine Terrace

Guests:

Ron Burris	Experience Works
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Department of Workforce Services Staff:

Jill Bingham	Brigham Employment Center Manager
Doyle Christensen	Administrative Services Manager
Monteen Gordon	State Council and Veteran Affairs Director
Debbie Herr	Regional Program Manager
Susan Hill	Council Support Specialist
Chris Mayne	Program Specialist
Gaylene Pebley	Logan Area Manager
Carrie Peterson	Executive Secretary
Melisa Stark	Program Specialist

The meeting was called to order at 8:00 a.m.

(1). Welcome

Evan Maxfield, Regional Council Chair, welcomed all Council members, and Department of Workforce Services (DWS) staff to the meeting. Nate Roman was introduced as the Utah Public Employees Association representative. The quorum for the meeting was established after the meeting was called to order.

(2). Consent Calendar

Evan called for a motion to approve the following:

- 1) The minutes from the March 12, 2003 Bear River North Regional Council meeting.
- 2) Commissioner Suzanne Reese made a proposal to elect Evan Maxfield as the Regional Council Chair, and to succeed as the Bear River North Regional Council Chair at the end of Lana Powell's term, effective July 1, 2003. Roger Jones seconded, and the Council unanimously approved the motion.

Action: Roger Jones made the motion, Vern Gunnell seconded, and the Council unanimously approved the "consent agenda" action items.

(3). Introduction of Monteen Gordon

Monteen Gordon was introduced as the newly appointed DWS Director of State Council Affairs and Veteran's Services. Monteen informed the Council that she was selected to fill the position vacated by Darin Brush who, after more than five years of contribution as the State Council Director, was promoted to the DWS Deputy Director. Prior to accepting her new employment position, Monteen gained work experience in the private sector, and served fourteen years in politics. Monteen is a member of National Association of Workforce Boards which meets annually in Washington D.C.

Monteen informed the Council that she is excited to accept her new role, and believes she will enjoy working with the State and Regional Councils. She is looking forward to becoming better acquainted with the Council members and asked they introduce themselves to help her become familiar with their names.

She explained that her personal philosophy is based on the power of the individual, as she feels that individuals can make a positive difference in their communities. And when individuals "join" for a common cause they can make a tremendous difference in the nation.

(4). Task Force Reports

A. Training Committee

David Farnes provided updated information regarding the training issues being addressed by the Committee. He reported the Youth Council viewed a Powerpoint presentation to be used to inform the schools of what students will need to enter the workforce. The Committee will be working to prepare the Powerpoint presentation for the full Council. Mike Liechty will attend the meeting in June to provide help by providing the Cache County School District information. David referred the Council members to the minutes from the March 12 Youth Council meeting (included in the meeting packets) for a more detailed report if needed.

Action: Dean Janes made the motion to approve the Training Committee's report to the full Council. Peggy Madsen seconded, and the Council unanimously approved the report.

B. Marketing Committee

Susan Thackeray reported the Marketing Committee members decided to hold the "Bear River Employer Summit" at the Copper Mill Restaurant in Logan on December 3 from 8:00 a.m. until 11:30 a.m. DWS staff will provide a presentation on the jobs.utah.gov self-service, online job-matching and employment resource website. The Committee would like to invite the Director of Community and Economic Development as the keynote speaker. Three breakout sessions will be provided for the employers. Susan asked the council members who were employers to contact her with their suggestions for agenda topics.

Action: Peggy Madsen made the motion to approve the Marketing Committee's report to the full Council. Dawn Skorka seconded, and the Council unanimously approved the report.

(5) Youth and State Council Reports

A. Youth Council Report

Christine Mayne provided updated information concerning the Regional Youth Council meeting and State Youth Council issues.

- 1) All members of the Youth Council have received their handbooks and participated in their orientations.
- 2) Clark Israelsen will be contacting Leo Bravo or Hector Mendell to attend the next meeting.
- 3) The State Youth Council met to discuss the RFP for Youth Services. Once the original production of the WIA boilerplate is developed, the Regional Youth Councils will be requested to review the RFP for the region. The RFP will need to be reviewed by individuals who cannot provide those services so there will be no conflict of interest. A committee has been appointed to review the RFP to approve the original content of the RFP and the contract bids for the youth services.

Action: Roger Jones made the motion that the Youth Council review the RFP for the WIA Youth Program and present the RFP to the full council for approval. David Farnes seconded, and the Council unanimously approved the motion.

Christine explained the State is requesting that a contractor will be awarded the Youth Services contract in March. The State will ensure that the RFP contains performance measures. She explained that this would require the Council members to approve the RFP in September.

She referred the Council members to the Youth Council March 12 meeting minutes for additional information if needed.

- 4) The Youth Council members asked the Council for a motion to vote to approve the minutes from the March 12 meeting as an action item.

Action: Roger Jones made the motion to approve the March 12 meeting minutes and the Youth Council report. Commissioner Suzanne Reese seconded the motion, and the council unanimously approved the motion.

B. Workforce Investment Act (WIA) Request for Proposal

Chris Mayne provided a report on the progress being made with the Request for Proposal (RFP) for WIA services. The template for the RFP will be developed at the State level and distributed to the individual regions to allow them the opportunity to include their unique attributes. The final version of the template will be returned to the State for approval.

Chris explained the Council would need to vote on giving authority to the Youth Council to approve the language that was developed by the local RFP committee. She called for a motion from the Council.

Action Item: Evan Maxfield made the motion to vote to give authority to the Youth Council to approve the language that was developed by the RFP committee. Roger Jones seconded the proposal, and the Council unanimously agreed to approve the report.

(6) WIA Training Performance Outcomes

Chris Mayne provided an updated report regarding the WIA Training Performance Outcomes. She reported the following:

- 1) On a statewide and regional basis, DWS is meeting the expenditure requirements for the WIA program.
- 2) The appropriation language for the next program year will also apply this program year. Federal requirements mandate that the Department spend 70% of the training funds each

program year. Only 30% of the funding can be carried forward in the new year. Both of the contractors have agreed to meet the federal requirements. Otherwise, the federal government will recapture the funding. The performance measures for the WIA Youth Services have been reviewed by the Council members and they have determined the Department needs to meet 80% funding in order to be successful.

- 3) The contract monitoring from the WIA Youth Services has been conducted and the recommendation from the Youth Council should be presented to the full council in August.

Evan Maxfield asked what the chance was of the Department not meeting the federal requirements of allocating 70% of the funds.

Chris reported that it is difficult to say how much of the 70% of the funding could be lost by the Department as it has only began to address the issue approximately three months prior.

Harold said that he expected the North Region would be short of meeting the federal reporting requirements. However, the Department is working to correct this in the future.

Evan thanked Chris for the reports she provided to the Council.

(7) Regional Director's Report

Harold Hess, DWS North Region Director, was provided with an opportunity to comment on Departmental issues.

Harold thanked the council members for attending the meeting and reported he appreciated all of the good work that is being done by the Council. He commented that the economic summit will be a great opportunity for employers in the Bear River area and that it will be a very worthwhile endeavor. He reported that he has had the opportunity to attend the Task Forces and the Youth Council meetings and he is pleased with the work that is being done by the Council members.

Harold provided an informational overview of the following:

- The jobs.utah.gov on-line employment services website is impacting the DWS employment counselor caseloads. The eligibility caseloads have significantly increased while the employment counseling caseloads have reduced based on the impact of the online services offered through jobs.utah.gov. In April, there were over 100,000 resumes available in the system.
- The new E-REP eligibility determination computer system will be implemented for eligibility specialists. The focus will be for eligibility specialists to learn the new program, as it will simplify eligibility determination and increase consistency with policy.
- Harold reported that much progress has been made with the RFP being developed for

the WIA Youth Services. He said that he thinks that the direction being taken by the State is positive and he appreciates the support of the Council members with their commitment to effectively apply the RFP to ensure services are provided to youth in the community.

- The Department received a 2% budget cut; however no DWS staff positions would be cut. He said that one Veterans Representative position would be eliminated in the North Region.
- The TANF Reserve Account contracts expire September 30, 2003. Other funding options will have to be discovered to maintain the programs that have been very beneficial to customers. Harold thanked the Regional Council members for the work that they have done in recognizing the customer's needs and determining the best use of the funds to provide services that will help the DWS customers in the Bear River area.
- Harold said that he expects that there will be funding for the non-TANF individuals as the Department has done screening in the ATCs to identify individuals who will qualify for those funds.

Dean Janes asked about the customers who are no longer eligible for services after the 36-month cut off.

Harold reported that the Department has hired an individual specifically to follow-up with these customers to ensure the customers are receiving all of the services they need and are entitled to.

(8). Other Business

The Regional Council members were provided with an opportunity to address additional topics. However, no topics were discussed.

(9). Public Comment

Ron Buris of Experience Works attended the meeting to inform the Council members of the Senior Community Service Employment Program that is available to those who are age 55 and above and meet 100% of federal income guidelines. The goal is to place older workers for employment and training. Experience Works pays for the training and helps the senior workers transfer their employable skills over to employment. Ron provided handouts and information about the Experience Works program to the council members. Seniors who participate in the program will be paid \$5.15 an hour and be helped to obtain unsubsidized employment. The training is provided in a classroom atmosphere and the seniors are helped with job placement with government agencies. The program consists of basic computer skills training, resume writing, and interviewing skills, and is offered as a 10-weeks course. Trainers are provided for the computer labs to help the attendees become very skilled to meet the

needs of their employers. Ron noted that employers have been able to reduce turnover by hiring seniors.

Ron reported the program has had tremendous success in Cedar City. Therefore, they are interested in providing the same services to seniors residing in the Bear River area. The Experience Works program is very interested in working with the BATC in providing the services.

Ron explained that Experience Works is expecting that in 2007, there will be more seniors in the workforce than there are people under the age of 21. As the Experience Works program will need a group of employers to review the work that they do, they would like the Bear River North Regional Council to serve that function.

The seniors who are interested in the Experience Works Program can contact Emmer Hansen at the Brigham City Employment Center. Two awards are presented each year at a national level:

- 1) The Most Outstanding Worker (they must work 20 hours a week).
- 2) The oldest Senior Worker Award.

Experience Works also presents an Outstanding Employer Of The Year Award to an employer who has a significant number of workers who are age 65 and older. He asked the Council members to contact him if they are aware of employers in the Bear River area who would qualify to be nominated for this award.

Evan thanked Ron for attending the meeting.

(10). Adjourn

Evan thanked all of the Council members and DWS staff for attending the meeting and working together as a team.

The meeting adjourned at 9:00 a.m.

Next Meeting:

Date: August 13, 2003

Time: 8:00 a.m.

Location: Bridgerland Applied Technology College